



**State of Rhode Island  
Department of Administration / Division of Purchases  
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**Solicitation Information  
December 10, 2012**

<b>ADDENDUM # 2</b>
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**LOI# 7458280  
Title: OWNER'S REPRESENTATIVE SERVICES CENTER FOR CHEMISTRY AND  
FORENSIC SCIENCES URI  
BID OPENING DECEMBER 17, 2012 AT 10:00 AM (EST)**

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**Notice to Vendors:**

ATTACHED ARE THE QUESTIONS WITH RESPONSES. NO FURTHER QUESTIONS WILL BE ANSWERED

**Thomas Bovis  
Interdepartmental Project Manager**

*Interested parties should monitor this website, on a regular basis, for any additional information that may be posted.*

**LOI: #7458280**

**TITLE: Owner's Representative Services for University of Rhode Island, Center for Chemistry and Forensic Science (CFCAFS)**

Questions/Clarification Regarding the Request for Letters of Interest:

-On Page 13, item VIII. Cost Proposal Form, it indicates 104 weeks for the Senior Project Manager. The proposed schedule below the Cost Proposal Form table indicates a timeline of 32 months. Can you please clarify or confirm the number of weeks required of the Senior Project Manager for this project?

**Response:**

**Please see Section VIII Cost Proposal Form revised 4 December 2012**

-Is it possible to provide a list of firms which attended the Pre-Proposal Conference?

**Response:**

**This has been published in Addendum 1 of the Division of Purchases webpage**

-If responding in partnership with another firm, do both parties need to complete and sign a RIVIP generated Bidder Certification Cover Form?

**Response:**

**The University/state will contract with a single firm. That firm is required to be documented as having attended the mandatory Pre-Proposal Conference. The firm's capability will be evaluated on its overall ability to oversee the project.**

-Under Section VI. Contents of Proposal, Subsection 2.b.2, first sentence; "Presentation of firm's capacity to manage this project including an organization chart displaying the assignment to the firm's employees and sub consultants" – please confirm that you are looking for the respondent to specify each and every individual and their role/position in the organization chart?

**Response**

**This is to confirm that the respondent is required to specify each and every individual and their role/position in the organization chart**

-Under Section VIII. Cost Proposal Form – are these positions and total hours required to stay the same or are they adjustable?

**Response:**

**This is to confirm that the respondent must complete the VIII Cost Proposal Form exactly as stated. The University may, at its sole determination, adjust the durations with the selected firm as may be necessary for the benefit of the project.**

-Under Section VIII. Cost Proposal Form – is there a difference between "Senior Project Manager" and "Project Manager #1" or are these roles the same?

**Response:**

**These are separate role based on the experience and capability of the individuals. The Senior Project Manager is expected to be assigned to the project throughout the duration of construction**

-Under Appendix A, Scope of Services Section 2.4 – please confirm PM will oversee and manage all activities of the Architecture/Engineering Team.

**Response:**

**The project manager will be the University’s representative during the period of construction reporting to a senior University official and managing all aspects of the project within the parameters of Agreements which may already be in place.**

-Will the A/E scope of services be made available before the LOI submittal date?

**Response:**

**The University’s Agreement with the design team is not part of this Request for letters of interest.**

-Section V. Terms and Conditions page 10, paragraph 5 states: “URI will provide all necessary office space, facilities maintenance, and associated utilities for the Project Manager’s on-campus office. URI will provide the on-site PM with access to high-speed internet service and shared URI servers designated for the projects. Etc”

Section VII. Evaluation and Selection page 12, paragraph 4 states: “With regard to General Conditions, the University will furnish the successful firm with an office space on the Kingston Campus. The PM shall be responsible for furnishing office furniture, telephone equipment and service, internet service, vehicles .....etc.”

Appendix B Article 5.5 “Other Reimbursable Expenses, if any, are listed below. These costs must be approved in writing by the Owner prior to purchase.”

Please clarify more specifically what costs are reimbursable, what services are provided at no cost, and what costs are to be included by the selected Owners Representative.

**Response:**

**This is clarified in the Appendix B URI Standard for of Agreement for OWNER’S REPRESENTATIVE SERVICES (Project Management Services) § 3.8.2 Reimbursable Expenses**

-Appendix A Scope of Services.

At the pre-bid meeting we were informed that the prequalification phase for the GC will begin this week and the URI along with RIDOA will be prequalifying the GC bidders.

Since only the prequalified GC bidders can bid the project please clarify the Owners Representatives involvement with Items 1, 2 and 3.

**Response**

**It is expected that the successful firm will not participate in the Pre-Qualification process**